

**Government of Rajasthan  
Department of Personnel (A-1)**

No.F.5(4)Pers/A-1/2005

Jaipur, dated: - 9 DEC, 2020

**CIRCULAR**

- 9 DEC 2020

**SUBJECT:- Prior permission of Chief Secretary before leaving headquarters and intimation of contact address during absence from headquarters.**


Attention is invited to the instructions issued vide this department's Circulars of No.F.5(5)Pers/A-1/2001 dated 27.02.2002, F.5(6)Pers/A-1/2004 dated 04.10.2004 and even numbers dated 17.03.2005, order of even number dated 04.07.2005, and circular of even number dated 22.08.2005, 05.09.2007, and 05.03.2008, among other things, to the effect that;

1. Collectors/Divisional Commissioners should not leave their jurisdiction for any meeting/seminar or casual leave without obtaining prior approval of the Chief Secretary;
2. Notwithstanding instructions at (1) above, for Collectors taking casual leave upto 03 days, leave & permission to leave headquarters can be granted by the Divisional Commissioners as per order dated 05.09.2007. However, intimation must be given to the office of Chief Secretary.
3. All Additional Chief Secretaries/Principal Secretaries/ Secretaries should ensure that before giving any direction to Collectors/ Divisional Commissioners to participate in any meeting/seminar/ workshop etc. outside their jurisdiction, Chief Secretary's prior approval has been obtained and this fact should be mentioned in the communication addressed to Divisional Commissioners/ Collectors;
4. While applying for leave/permission to leave headquarters every officer/employee should intimate the contact address (including telephone number, if any) so that he could be contacted in case of any emergency.

In addition to above all ACS/Principal Secretary /Secretary are requested kindly to encourage meetings through video conferencing. It will also help to avoid further delay in matters. Divisional Commissioners or Collectors may be called for departmental meeting at Jaipur or to other location outside their respective jurisdictions only in absolutely necessary circumstances.

All the concerned officers are, therefore, again directed to scrupulously adhere to the above instructions. Any violation of these instructions will be viewed seriously.

These instructions may be brought to notice of all concerned.

  
8/12/2020

(Hemant Gera)

Secretary to Government

Copy forwarded to following for information and necessary action:

1. All Addl. Chief Secretaries/Principal Secretaries/Secretaries.
2. All Divisional Commissioners.
3. All Collectors.
4. All Head of Department.



Secretary to Government